

# DRAFT-YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

**Date: January 22, 2018      Time: 7:00 pm**

**Present:** Rita Rolfe, Maggie Steyn, Diana Newton, Mary Wieland, Karran Swayze, Heather Crumlish  
Jerome Andres, Claudia Andres, Barbara Costello, Sonora Miller & Paul Inskeep

**Absent:** Kevin Cassick

**Call to Order:** By Rita Rolfe at 7:19 pm

**Comments from the public:** None

**New Trustees:** Rita welcomed Trustees: Barbara Costello, Claudia Andres and Jerome Andres to their first meeting, who were elected at the 68<sup>th</sup> Annual Trustee meeting on January 22, 2018

**Minutes:** The minutes of the December 6, 2017 with no corrections or additions were approved as written and filed.

**Election of Officers:** Heather presented the slate of officers for the Board of Trustees for 2018 as follows:

- Rita Rolfe-President
- Diana Newton-Vice President
- Maggie Steyn-Treasurer
- Paul Inskeep-Recording Secretary
- Heather Crumlish-Corresponding Secretary

Since there were no nominations from the floor, the nominations were closed and the Secretary was asked to cast a single ballot for the nominees. The nominating motion was carried.

(Note: these duly-elected Officers constitute the valid Signers for the Library's KeyBank account, Heather Crumlish taking the place of Jan (Janette) Mathews as Corresponding Secretary.)

## **Meeting Ground Rules:**

1. We are all equal Trustees and as such are entrusted with creating policy and overseeing finances. We are not here to micromanage and we all actively and equally share the responsibility and decision making. That all action be discussed by the Board of Trustees prior to execution unless it is a special emergency.
2. Provide agenda items in advance of the meeting by submitting them to the President unless it is an emergency item.
3. Be timely in our comments.
4. Use a committee system to work on projects.
5. Use our work sessions for committees to meet and report.
6. Make decisions prior to vote through a consensus process which means that you can live with the idea even though you may not agree with all of it.

## **Code of Ethics and Conflict of Interest Policies**

- All Trustees received copies of the policies and were requested to sign and return.

**Treasurer's Report:** Maggie reported that since the Annual report reflects an up to date record, which included the balance sheet & there is nothing new to add. Everyone has copies of the 2018 Budget which was adopted in December.

### **Directors Report:**

- Sonora gave the Board an update on building and grounds action items, collection and space: poinsettia art work in the children's section and Tom Sullivan's art displayed in the reading room. Her continued involvement in the community with YBPA, Lions, Lew-Port school, Lewiston Sr. Center and an upcoming seminar at the Presbyterian Church. Her latest endeavor with children programs is STEAM express story time for Preschoolers which drew 20 at the first activity. She has several programs in the works for adults including, book club, computer classes, Paint 'n' sip and awareness information. Presently making plans for 3<sup>rd</sup> annual Check out Challenge to be run in during National library week, 2<sup>nd</sup> or 3<sup>rd</sup> week of April. Rita suggested that any ideas from board members be emailed to Heather. Sonora is also working closely with Patt Fagan, hired by the Library to develop a new multi page Website. She and the library staff will be hosting a volunteer appreciation reception to thank all the volunteer for their time and talents.
- Sonora reported that she was ready to purchase the new tables for the programming room and was questioning the quantity. The board decided on (4) tables with white laminate tops, 2'x6', folding adjustable height, with wheels, for a cost of approx. \$360 each shipping free. Sonora will check on possible discount and order.
- Sonora will send out a email explaining what alternative funding is for the benefit of the new members.
- **For more detailed information see the Director's report which was accepted and filed (see report dated January 2018)**

### **Correspondence:** Jan Mathews sent Thank you notes to the following:

- Rita & John Rolfe for donation of nearly new vacuum cleaner.
- Heather Crumlish for hosting the Lego club while Sonora attended the NYS Library Association conference in November.
- Kevin Wall, Director of NT Public Library for gifting us with the all-in-one computer.
- Kris DeGlopper of Newfane Public Library for gifting us with the magnifier machine.
- Phila Ibaugh, Director of Ransomville Free Library for gifting us with books
- Friends of the Library, a general thanks specifically for running the book sale.
- Lynn Funk for all her years of service on the Friends board and best wishes on her well deserved retirement from the board. Also congratulations on receiving the "Mary Andrus Outstanding Service Award" .
- Phil Miller for all of his time and effort on projects to improve and maintain our physical space, giving life to our visions for growth.

### **Friends of the Library:**

- Maggie reiterated the fact that the Friends have raised so much money for the Library, it is our duty to help out and support all of the events the Friends put on in behalf of the Library.
- Rita encouraged that each board member should become a member of the Friends. The minimum cost is only \$5.00.

### **Old Business:**

- **Web Page**-Sonora gave an update on the new web page that Patt Fagan is developing. Sonora has met twice with Patt and has given her the details we had discussed. Patt has the navigation set with the page headings and sub-pages off of the headings. It will be short paged, well organized, easy to follow and very easy to navigate thru. Both Sonora and Patt are pleased with the progress. Molly is designing the Logo with Sonora's input and there will be options for us to choose from. In addition to the Friends having pages, there will be Community pages with a calendar.
- **Staff Hiring:** Sonora is developing the job description for the new temporary clerk in the library. When this is complete the job request will be posted on our Website, and the bulletin board for 2 weeks for

interested parties to apply. Once a decision had been made by Sonora she will report back to the board at our next regular meeting for approval to hire.

### **Committee Reports:**

- **Governance** -Karran's group has been working on rewriting the By-laws. Should finish up in February.
- **Space Planning**-Just getting started, Paul will chair this committee and will be adding more members for input. The Mayor and at least one Village board member will also serve on this committee. The space planning committee will be soliciting outside "experts" to come up with a plan to either reconfigure the existing space for more efficient use or possibly suggest that a new building is required. A preliminary RFQ has been written. There is money in the budget for this study. Claudia brought up the fact that there could be grant money available for rehabilitation of a historic building if the decision is made to expand within the building proper.
- **Personnel**-Sonora's "6" month evaluation has been completed by the committee and reviewed with Sonora. It was suggested that the evaluation be shared with the entire board. This was never done in the past, however Sonora had no objection to this. Rita thought it would be good for other board members to see the process and be assured it was a two way street. We discussed various means of communicating this and decided the most secure private means was "drop box". Training on this will be Wednesday Jan 31 after everyone has been trained the eval. will be sent out. The Director will do evaluations for her own staff of (3) employees.
- Now that the evaluation has been accomplished, the Personnel committee can concentrate on the completion of the rewrite of the personnel policies. There will be a meeting in February or early March.
- **Finance** -Maggie had nothing new to report. Meeting will be held early Feb. to discuss plans for the new year.

### **New Business:**

- **Board Members Committee Assignments**-Rita passed around list of the various committees, with the tentative chairs and members. She asked for each member to look over the list and provide any changes on the committees. This list will be updated and distributed at the next meeting. New boards members were encouraged to add their name to a committee or two. We need a new chair for the scholarship comm. to replace Jan Mathews.
- **Calendar & Roosters**-The meeting calendar and Board member roosters were included in the new binders. The rooster needs to be revised because of an omission.
- **Contingency Fund**-We presently have \$271,000 in a Morgan-Stanley account. The question becomes, "What to do with this money?" Can we use a portion for alternative funding campaign or library space study/ recommendation? Question for Patt Fagan at Feb. meeting. Some of the money is "restricted" and is assigned to special funds. These funds (some very old) will be examined by the finance comm. for their obsolescence and if possible put into the general fund. We also need money set aside to run the library for at least a year in the event there is no monies available from the Town & Village. Kareen brought up the idea of utilizing a portion for staff development thru courses/further education. Maggie pointed out that we must have a plan for this money, before we go for public funding of the Library. ***We need to have a time line of what we need & when we are going to decide what we are going to do with our contingency fund! Hopefully Patt Fagan can help us with this process.***

### **President's Report:**

- **Priorities for 2018-**
  - 1) Completion and acceptance of our long term plan
  - 2) Investigation of funding options-Try to have questions for Patt Fagan on Feb. 5<sup>th</sup>
  - 3) Space issue-reconfigure, expand or rebuild?
  - 4) Revision of the By laws and completion of personnel& financial policies.
- **Recap before next meeting-**
  - 1) Reminder about meeting at NIOGA with Sen. Ortt on Feb. 1<sup>st</sup>

- 2) Make sure that all Trustees sign & turn in to Sonora “Code of Ethics & Conflict” of “Interest policies“.
- 3) All PR ideas to be emailed to Heather.
- 4) Feb. or early March, Governance & Space committee meetings. TBD
- 5) Email any questions on funding to Rita in preparation for our Feb. meeting with Patt Fagan.
- 6) Sign up for “Drop box” training with Sonora Jan 31<sup>st</sup>.

“Motion made to adjourn”: Maggie Steyn/Heather Crumlish-Motion/Second. Motion carried. Meeting adjourned 8:25 pm.

**Next meeting(s): Workshop Monday February 5<sup>th</sup> at 7:00 pm with Patt Fagan, alternative funding.  
Regular Board February 26<sup>th</sup> at 7:00 pm**

Respectively submitted: Paul Inskeep, Recording Secretary  
Board of Trustees 2018, Youngstown Free Library

**Director's Report**

**January 2018**

***Building and Grounds***

The Department of Public Works covered a heated pipe in the Programming Room that was a danger to children. No one was hurt.

National Grid has made measurements on all the lighting in the building to create a bid for switching all lighting over to LEDs. This is a village project, and will be decided and funded as such.

***Collection & Space***

The inventory process continues.

The Children's Room features poinsettia artwork by children from the Primary Education Center. The Magazine Room art collection is currently featuring works by Tom Sullivan.

***Community Partnerships & Outreach***

In the community, the Library is an active member of the Youngstown Business and Professional Association. I regularly attend the monthly Town of Porter meetings and the Village Board meetings to represent the Library to local political leaders and share information about the Library. I will be officially joining the Lions Club next month to connect with community leaders for the benefit of the Library.

*One District, One Book*, a district-wide reading program in partnership with Lew-Port schools and community, is now underway. Voting for the book choice was earlier this month, and the reveal event will be on January 24<sup>th</sup> at the Lewiston Public Library. I was filmed reading a chapter of the book, and this video will be posted to the school's website.

I continue to run a monthly Book Club and a monthly One-on-One Tech Class at the Senior Center. I continue to plan and lead storytimes four times a month for toddlers and preschoolers at the Children's House. Tomorrow night I will be leading a lecture at the First Presbyterian Church called "'But I haven't been to the library in YEARS!': rediscover what your library can do for you."

***Finances, Grants & Fundraising***

The Library has transferred the bookkeeping, accounting and payroll duties to an outside CPA, Jenn Thom. This change allows for proper controls for auditing success, and changes to the Library's financial record-keeping allow for better communication and disaster-planning.

***Nioga/Member Library Partnerships & Continuing Education***

Nioga is our essential partner in providing continuing education opportunities for staff, leading regular meetings of the ALMS consortium, and providing meeting space for consortium-wide committees. Member libraries also benefit from Nioga's resource sharing.

# ***Youngstown Free Library***

240 Lockport St. Youngstown, NY 14174  
(716) 745-3555 [www.youngstownfreelibrary.org](http://www.youngstownfreelibrary.org)

As a member of Nioga's Public Relations Committee, I am one of a dedicated group making plans for the 3<sup>rd</sup> Annual Check Out Challenge. More information on this year's plans for the Nioga-wide program will soon be unveiled.

## ***Programming in the Library***

Regular continuing programs for children include the twice-weekly Town of Porter Story Hour, weekly LEGO Club, and monthly Builders Club. Our new monthly program, STEAM Express Storytime for Preschoolers, had its debut last week with a slime-making workshop that drew twenty attendees.

Regular continuing programs for adults include monthly Evening Book Club and several computer classes on using the digital library collection. Upcoming programs include a Paint 'n' Sip with 810 Meadworks, a Library open house program called "What You Never Knew Your Library Had" (tour and digital library workshop), a workshop offered by the Alzheimer's Association on nutrition and healthy aging,

## ***Publicity Updates***

We maintain an active presence on the following social media sites:  
Facebook: <https://www.facebook.com/youngstownfreelibrary/>  
Twitter: <https://twitter.com/ytownlibrary>  
Instagram: <https://www.instagram.com/youngstownfreelibrary>

Patt Fagan is developing the Library's website. Page structure, layout, navigation and content are essential steps in this process, and she is making excellent progress.

## ***Technology***

Norton Small Business and Office Standard 2016 licenses were purchased at a reduced cost to update all three staff computers and the office iPad. The security software has already been installed on all machines successfully.

## ***Volunteers***

This Saturday afternoon is the Volunteer Appreciation Reception to thank all the volunteers, Board members and Friends directors who donated their time and talents to the Library in 2017. The staff and I look forward to sharing an afternoon to show our appreciation to everyone for all their hard work to make the Library a success!

Thank you to *all* our dedicated volunteers, Board members, Friends and Youngstown and Porter community; I am grateful for the help provided by all!

*Respectfully submitted,*

*Sonora R. Miller*

*Library Director*